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27 MAY 1963

**MEMORANDUM FOR: Director of Security**

**SUBJECT : Conversion of OS Index**

1. The ADP/OS Policy Committee recently discussed the proposed implementation of the ADP Staff memorandum of 27 March 1963 regarding the conversion of the OS master index. This memorandum reiterated the position of the ADP Staff to provide personnel, space, funds, and equipment with the Staff assuming responsibility for the actual conversion (see Tab A). The ADP/OS Study Team submitted informally to the Committee for consideration an outline showing proposed steps for the accomplishment of the conversion (Tab B). The outline and Tab A cover the following points:

a. Location - 1900 Quarters I (Tentative). Office of Logistics has submitted this space for consideration. Coordination is being effected with the Survey Branch in this matter.

OS Comments -

The Office of Security position has always been that it is best if the entire conversion could be handled within the Headquarters Building. The handling of the conversion at any other location poses a number of items of concern as follows:

(1) Provision of transportation vehicle and two couriers approximately two hours each day for one year to shuttle the index cards between locations.

(2) Inherent security risks in such transporting of cards.

(3) Approximately 60 index searches will be delayed each day as the cards involved will be at the conversion location. Thus, additional time in case processing and in handling expedite and special searches will result.

25X1  Executive Assistant to the DDE, has stated that the ADP Staff may have the space at Quarters I for the conversion operation and that this is the only space available at present.

b. Physical Security - Coordination is being effected with the Building Security Branch concerning badging of pool personnel. Three-way combination safes will be used for the housing of the index cards and other pertinent material.

c. Training - The Study Team will initially handle the training of editors and punch operators. Based on a 12-week cycle, four new pool employees will be reporting each week.

d. Operations - Courier runs will be made daily with a maximum of four trays (16,000 cards) out of the index for editing. All trays will be handled on a one-day cycle. Disruption of index searching will be kept to a minimum by this method. IBM cards will replace 3 x 5 cards rolldex by rolldex.

e. Personnel - Approximately 30 employees from the personnel pool will be used as editors and punch operators for the project on overt and semi-covert material. Only fully cleared staff employees will work on the covert

material upon completion of the overt and semi-covert conversion to punch cards.

OS Comment -

(1) Under the provisions of the 27 March 1963 DDP memorandum, the overt and semi-covert index cards would be handled by pool personnel (provisional) with the conversion of the covert cards accomplished only by fully cleared personnel. The ADP Staff will specifically identify the minimum number of fully cleared personnel required to complete the covert index of the project. Under this plan, the conversion will begin with the 25% of the overt and semi-covert cards that are not interfiled with the covert cards. The other 75% of cards are intermingled and will require fully cleared personnel and should be accomplished in the Headquarters Building.

(2) The Committee feels that it would be more efficient and effective to use fully cleared personnel for the entire project as:

(a) Provisionally cleared pool personnel would be used only on overt and semi-covert cards that would not be interfiled with the covert cards or 25% of the entire index.

(b) Training of many groups of persons would be required if pool personnel were used.

(3) A suggestion was made to contact the DDS again for the assignment of fully cleared people for a nine-month period with the view that after the conversion is completed, they be assigned to some other ADP project. By this method, as each rolldex of cards is converted to IBM cards, a partial computer operation could be initiated several months earlier over the system of utilizing pool personnel on overt and semi-covert cards

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and fully cleared personnel on covert cards. However, it was pointed out to all present that the recent approval of the DD/S covered the matter of pool personnel for conversion of overt and semi-covert cards and fully cleared personnel for the conversion of the covert cards.

2. It is recommended that:

a. The Director of Security concur in the conversion at Quarters Eye with provisionally cleared personnel of the 25 percent of the OS index holdings that contain the overt and semi-covert cards that are not interfled with the covert cards and that such conversion be initiated expeditiously.

b. The Director of Security and the Chief, ADP Staff, DD/S, contact DD/S to arrange for space within the Headquarters Building for the conversion of the remaining 75 percent of the index and to obtain a commitment from DD/S to provide fully cleared personnel for such conversion.

SIGNED

  
Chairman, OS Policy Committee

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CONCURRENCE:

SIGNED


5 JUL 1963

R. L. Bannerman, Director of Security

Date

Distribution:

Orig. - Addressee

- 1 -  (Ofc. of DD/S) ✓  
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